# To

Dean (R&C) NIT Calicut

JOINING REPORT FOR PROJECT STAFF

Date:

# From

Name & address:

Pin

Aadhaar no. Mob:

## Post: (temporary on contract for year/months)

**Department:**

Sub: Joining to the post of (temporary on contract) Ref No. : dated

Sir,

I

(name), join for duty on

(forenoon/afternoon) as

Against the office order No. dated .

I have read and understood the terms and conditions mentioned in the above office order and agree to abide by them and rules of the Institute and funding agency.

I understand that my engagement is purely temporary and for a period of

(year/months) and only for the period indicated and within the project execution time only and I confirm that I will not seek for any consideration based on this engagement, in future.

I thank NITC for opportunity provided to me to work and improve my skills.

Encl. Copy of Posting order & Aadhaar card

Forwarded and recommended by PI (Name & signature with date)

## Recommendation of HOD

Yours faithfully Signature with date: Name: